

Comptroller

Assistant Comptroller

Document No. <u>09</u>
No Change In Class. <input type="checkbox"/>
<input checked="" type="checkbox"/> Declassified
Class. Changed To: TS S C
Auth.: HR 70-2
Date: <u>19/09/78</u> By: <u>029</u>

28 February 1961

CIA Leave Policy for Overseas Personnel

1. At a meeting on 21 February 1961 attended by representatives of the Legal, Security and Comptroller's Office (See Tab A) it was recommended that:

a. The Agency should adopt a leave policy for overseas employees which was secure, consistent, and equitable.

b. Since the conditions of service of CIA overseas employees are comparable to the conditions of service of Foreign Service employees, the Foreign Service Leave System should be adopted by CIA.

I was instructed to study the Foreign Service leave regulations, confer with State Department officials regarding the methods of operating this system, and prepare a specific instruction providing for the adoption of this system by CIA.

2. There is attached hereto as Tab B a comparison schedule showing the principal points of difference between the Standard (Civil Service) and the Foreign Service Leave Systems.

3. There is also attached as Tab C a letter from the Assistant Secretary of Defense to the Speaker of the House of Representatives regarding proposed legislation to correct inequity and disparity among the three military departments in the matter of leave of overseas employees. While the leave problems confronting the military agencies are not identical to those confronting CIA it is perhaps significant that their study and review of the general problem resulted in the following conclusions:

a. The existing disparity in leave policies and practices has a depressing effect upon employee morale and efficiency.

b. Employees who are recruited in the U. S. for overseas duty should be permitted to accumulate annual leave to a higher maximum than that which is presently authorized for domestic service in the U. S.

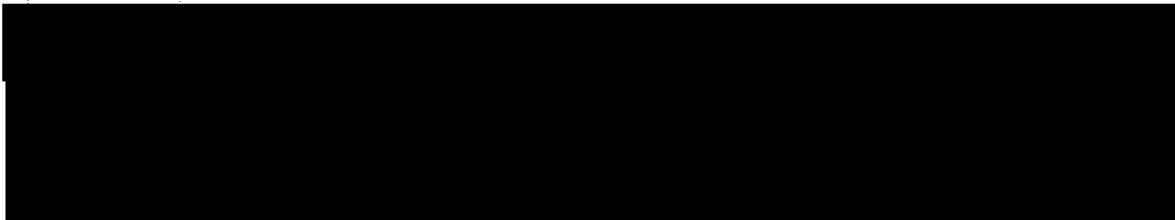
c. The authority to grant duty-status round-trip travel time to mainland recruited employees for the purpose of taking annual leave in the U. S. is desirable for its salutary effect on employees' morale and efficiency.

You will note that the Foreign Service Leave Regulations, attached hereto as Tab D, incorporate the principles outlined above.

-2-

4. I have reviewed with State Department officials the methods employed by the Department in accruing, granting and recording leave under the Foreign Service Leave System, and it does not appear that CIA would experience any unusual difficulties in the practical administration of this system.

5. The Foreign Service Leave System would appear to have the following advantages as compared to the Standard (Civil Service) Leave System:



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c. would improve employee morale and efficiency by increasing the maximum accumulation of leave that could be used for rest, recuperation, and in emergencies;

d. would be fair and equitable to the employee and the government since it would extend privileges and benefits identical to those approved by the Congress for Foreign Service personnel serving under comparable conditions (as well as NSA personnel and personnel of other government agencies, Commerce, Agriculture, etc., serving with State Department overseas);

e. could be practically administered, with a minimum of record



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f. would enable the Agency to withhold the granting of leave when the employee's absence would adversely affect the interests of the service.

6. The Foreign Service Leave System would appear to have the following disadvantages as compared to the Standard (Civil Service) Leave System:

a. Costs to the Agency would be increased because the excess rate of accrual and the increase in maximum accumulation would result in larger lump sum payments at the time of termination or transfer to a different leave system. (If it is felt that the increased cost is prohibitive, the net cost could be decreased by transferring or holding in escrow an employee's leave, when he transfers from the departmental to the field service in CIA instead of making a lump sum payment for accumulated leave at that time.)

-3-

b. Presumably the Agency would be deprived of the employee's services for a longer period of time each year because of the increased rate at which annual leave is earned. However, I am informed by State Department officials that restrictions on granting leave under the Foreign Service System are such that as a practical matter the actual leave taken is not as great in proportion as the increased rate of accrual under this system might indicate.

7. Attached hereto as Tab E is a draft of a proposed Administrative Instruction which provides for the adoption of the Foreign Service Leave System as of 1 April 1961. This Instruction is in effect a synopsis of the Foreign Service Leave Regulations, except that paragraph 5 c, paragraph 8 after the word Provided, and paragraphs 9 and 10 contain provisions that are intended to cover contingencies and problems that are peculiar to CIA.

8. If it is decided that the Foreign Service Leave System should be adopted by CIA as of 1 April 1961, the following action would be required:

a. The attached Administrative Instruction should be released on or before 15 March 1961;

b. A copy of the Foreign Service Leave Regulations with an appropriate Agency [REDACTED]

c. The Personnel Division would establish a roster of "Field" employees as of 1 April 1961;

d. The Finance Division would convert the leave of all employees on this roster from the Standard (Civil Service) Leave System to the Foreign Service Leave System as of 1 April 1961;

e. Thereafter the leave of field employees would be accrued, accumulated, granted, and administered in accordance with the provisions of the attached Administrative Instruction and Foreign Service Leave Regulations.

Attachments

FPB:jhb